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Minimum Qualification Specifications  
for the Class:

MILK CONTROL PROGRAM SPECIALIST  
(MILK CONTROL PROGRAM SPCLT)

**Prerequisite Knowledge and Abilities:**

Knowledge of: Dairy and milk industry practices and current problems; research and problem solving methods and techniques; public relations; and report writing.

Ability to: Learn, interpret and apply Federal regulations and State laws, rules, policies and procedures pertaining to milk control; learn the goals and objectives of the Milk Control Program; learn rule making policies and procedures; read, understand, and interpret complex written materials; prepare written reports and correspondence; establish and maintain effective working relations with top-level management and other representatives of the dairy industry, government jurisdictions, etc.; communicate effectively, both orally and in writing, with individuals as well as groups for the purpose of obtaining/providing information; work with a variety of people to resolve problem situations; mediate differences between producers and processors; represent the division/department on matters relating to the Milk Control Program; and supervise the work of others.

**Basic Education/Experience Requirements:**

Graduation from an accredited four (4) year college or university with a baccalaureate degree.

Excess work experience as described under General Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively material such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below or any equivalent combination of training and experience:

General Experience: Four and one-half (4-1/2) years of progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to read, comprehend and interpret complex material such as Federal and/or State statutes, rules and regulations and to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

In addition, either concurrently or separately, applicants must possess the following:

- a) one (1) year of experience which involved a high degree of responsible public contact work with a variety of individuals and/or organizations. Such experience must have demonstrated the ability to establish and maintain effective relationships and to deal effectively with others. The work experience must also have involved direct interaction with people in ameliorating problem situations; and
- b) one (1) year of experience which provided knowledge of general dairy and milk industry practices and current problems (e.g., producer-processor roles and relationships, storage and distribution practices and problems).

**Supervisory Aptitude:**

Applicants must possess supervisory aptitude which is the demonstration of aptitude or potential for performing supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities, by detail to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory

skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Substitutions Allowed:**

1. Possession of a master's degree from an accredited college or university may be substituted for one (1) year of the General Experience, but not the public contact or dairy and milk industry work experience.
2. Possession of a Ph.D. degree from an accredited college or university may be substituted for two (2) years of the General Experience, but not the public contact or dairy and milk industry work experience.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which

typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is a change in title and an amendment to the minimum qualification specification for the class Milk Control Program Manager to MILK CONTROL PROGRAM SPECIALIST (MILK CONTROL PROGRAM SPCLT), approved on July 18, 1994.

DATE APPROVED: \_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Human Resources Development